



Job Title: Inventory Manager

Location: UGM Motors, 7103 E Sprague

Status: Full-time

Overview

Union Gospel Mission Motors receives donated vehicles, reconditions and sells them to support homeless services at UGM's four shelters. We are looking for a professional, highly motivated, and organized self-starter who will work with integrity for a great cause.

Responsibilities

- Qualify vehicles donated to UGM as well as trade-in vehicles (preview, determine net value by determining pre-work and post-work value, decide to sell or recycle).
- Monitor and maintain daily knowledge of current inventory and works in progress, updating inventory database and daily progress.
- Prioritize shop status by salability and net value of vehicles.
- Manage an interdependent team.
- Create tow truck schedule and supervise drivers.
- Fully participate in auctions (purchase vehicles, arrange transportation and payment).

Required Qualifications

- 2- or 4-year college degree in applicable field of study, or equivalent years of experience in automotive industry
- 5-plus years in the automotive industry, preferably with service management or sales management experience
- Computer literate with a high proficiency in Word, Excel, Outlook; able to complete reports and accurately record information.
- Excellent communication skills: written, oral, and instructional.
- Organized with the ability to manage multiple projects/tasks at once; able to listen to and follow instructions.
- Valid Washington driver's license; clean driving record; insurable by UGM standards.
- Able to advocate for UGM Motors by communicating UGM's cause.
- Able to build and maintain strong relationships inside and outside the UGM Motors team.
- Proven understanding of sales and inventory management.

Preferred Experience

- Experience driving a tow truck or other large truck or farm equipment.
- Developed relationships with auction and dealership representatives.

Compensation: Non-exempt: Depends on experience

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages, and excellent benefits. Submit a letter of interest and resume to:

UNION GOSPEL MISSION
sue.rima@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315